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SURVEY OF FINANCIAL MANAGEMENT

Program Evaluation

Mr. George Carver

1410 - 1510, Thursday, 26 September 1974

Suggested Outline:

1. What is program evaluation (our money's worth)? Objectives

2. The evaluation process

   a. Who does it--responsibilities
   b. How accomplished
      (1) Individual items
      (2) Total program

3. What happens with the results of evaluation

4. Problems

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COURSE OUTLINE

24, 25, 26 September 1974

Room 6F-25 Headquarters

Tuesday, 24 September

0830 - 0900	Course Administration	[redacted] Program Director	25X1
0900 - 0915	Program Introduction	[redacted] Director of Finance	25X1
		[redacted] Director of Training	25X1
0915 - 1000	Importance of Financial Management	John F. Blake Deputy Director for Administration	
1000 - 1015	BREAK		
1015 - 1200	Financial Management Background: History, Current Situation, Financial Management Cycle	[redacted] Office of Finance	25X1
1200 - 1300	LUNCH		
1300 - 1400	Agency Planning and Budgeting	[redacted] Deputy Comptroller	25X1
1400 - 1415	BREAK		
1415 - 1515	Directorate Planning and Budgeting	[redacted] DDO Plans Staff	25X1
1515 - 1530	BREAK		
1530 - 1630	Office Planning and Budgeting	[redacted] Financial Management Branch, Office of Development and Engineering	25X1

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Wednesday, 25 September

0930 - 1045	Agency Review and Authorization	Carl E. Duckett Deputy Director for Science and Technology
1045 - 1100	BREAK	
1100 - 1215	OMB Review	[redacted] OMB Analyst
1215 - 1300	LUNCH	
1300 - 1415	Congressional Review	Ralph Preston House Appropriations Committee Staff
1415 - 1430	BREAK	
1430 - 1545	The New Congressional Budget Outlook	Eugene B. Wilhelm Joint Committee on Reduction of Federal Expenditures
1545 - 1600	BREAK	
1600 - 1630	Cost Consciousness	William E. Colby Director of Central Intelligence

25X1

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Thursday, 26 September

0900 - 1015	System of Administrative Control over the use of Resources	[redacted]	25X1
1015 - 1030	BREAK		
1030 - 1200	Accounting for Resource Use	[redacted]	25X1
1200 - 1300	LUNCH		
1300 - 1400	Auditing Resource Use	[redacted] Deputy Chief, Audit Staff	25X1
1400 - 1415	BREAK		
1415 - 1515	Program Evaluation	George A. Carver Deputy to DCI for National Intelligence Officers	
1515 - 1530	BREAK		
1530 - 1630	Course Summary Conclusions and Critique		

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AGENCY FINANCIAL MANAGEMENT TRAINING PROGRAM

1. The Agency is faced with the problem of meeting a continuing large, and potentially increasing, workload in the face of tightened or diminished dollar and manpower resources. Coping with this problem calls for management improvement by intensifying financial management training. The objectives of this training program are to enhance:

   a. Work performance by instructing those involved in the day-to-day compilation of financial data in:

      1) The philosophy of the Agency's financial management system.

      2) The procedures and techniques used by the Agency in maintaining its financial management information system.

   b. The Agency's decision making process by instructing managers as to how the Agency's financial management information system can be used in planning, controlling, and evaluating the use of resources.

2. The pilot running of this program will be conducted at various times during the September-December 1974 period. Since the four classes being given are designed to be taken sequentially, the same group of students will be attending the pilot running. This approach will provide a uniform evaluation of:

   a. each class as it is given,

   b. the relationship of each class to the preceding class, and

   c. all classes as a program package.

3. The specific courses and dates of the pilot program are:

   a. Survey of Financial Management - 24 through 26 September

      The overview or total picture of the Agency's financial objectives; system philosophy, structure, cycle and components; and interrelationships of all types of decision making data.

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b. Fundamentals of Budgeting - 7 through 11 and 18 October

Instruction concerning (1) the techniques used in formulating the Agency budget and (2) the automated processing of budget data.

c. Accounting Control - 11 through 15 and 22 November

Instruction in the Agency's general accounting system including the account structure; ledgers; allotment, obligation, and expenditure processes.

d. Applied Financial Management - 3 through 5 December

Financial reports analysis. This course is designed primarily for managers; instruction is given concerning data interpretation and evaluation and how to use the financial system for managerial planning and control purposes.

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